



**Greensboro Parks & Recreation Department
"Adopt-A-Park" Program**

Letter of Agreement

The following is a Letter of Agreement between the Greensboro Parks & Recreation Department and

(Name of volunteer organization)

Description/Location of Site: _____

By this Letter of Agreement, _____
(Name of volunteer organization)

agrees to provide the following services on the public property described above (check applicable items):

- ☐ Develop a planting plan/design (Must be approved by P&R)
- ☐ Complete site preparation (grading, adding soil amendments, bed preparation, etc.)
- ☐ Provide plant materials.
- ☐ Install trees, shrubs, annuals, perennials.
- ☐ Water and Maintain planted areas as needed.
- ☐ Spread Sand, Topsoil or Mulch as needed.
- ☐ Replace plant material as required.
- ☐ Remove weeds and edge planted areas.
- ☐ Monitor vandalism; pick up litter and debris as needed.
- ☐ Other Services as follows:
- ☐ _____
- ☐ _____

(Continued)

By this Letter of Agreement, the **Greensboro Parks & Recreation Department** agrees to provide the following (check applicable lines):

- ☐ Assist in Planting Plan/Design.
- ☐ Approve design of the project.
- ☐ Provide sand, topsoil, mulch and delivery of same as budget and inventory allows.
- ☐ Assist with Site and Bed Preparation.
- ☐ Provide partial funding and installation of irrigation system as feasible.
- ☐ Removal of heavy debris or existing landscaping as necessary.
- ☐ Mowing of grassy areas.
- ☐ Construct and install an official Adopt-A-Park sign to recognize volunteer organization.
- ☐ Repair/Maintain Park and Playground Equipment As Needed.
- ☐ Monitor adherence to the Agreement on an annual basis. Each year, the Department shall initiate review and renewal or cancellation of the Agreement. If maintenance becomes a problem at any time during the agreement period, the City of Greensboro reserves the right to remove beds and plant material and revert the site to a low-maintenance or natural state.

The Greensboro Parks & Recreation Department agrees to work with the volunteer organization in order to complete said project. It shall be the responsibility of the volunteer organization to inform and involve area property owners in the development of plans for landscape enhancements; to publicize those plans prior to implementation; and to provide documentation to the Parks & Recreation Department that plans for development and maintenance have met with majority approval of the immediate area property owners. The Department reserves the right to modify projects in the best interest of short or long-term maintenance requirements should the volunteer organization be unable to fulfill this Agreement. All Adopt-A-Park contracts shall be reviewed annually. It is agreed that the Parks & Recreation Department assumes no liability for the actions of the volunteer organization or its contractors in performing maintenance on public property. All minors must be supervised by an adult at all times. This Agreement is entered into on the ____ day of _____, 200_ by the following parties. Upon sixty (60) days notification by certified letter, this agreement may be modified or terminated by either party, depending on whether the objectives of this agreement are being met.

Coordinator, Adopt-A-Park
Greensboro Parks & Recreation

Date

Authorized Official of Volunteer Organization
(Please Print the Following)

Date

Name and Title of Authorized Official

Organization Name

Address

City/State/Zip

Phone:(____)____-____

FAX: (____)____-____

Email: _____